

U.S. GOVERNMENT PRINTING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Medicare Enrollment Package, Replacement/Enrollment/Deemed Cards,
and Foreign Enrollment/Puerto Rican Letters

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Health and Human Services
Center for Medicare and Medicaid Service

TERM OF CONTRACT: The term of this contract is for 15 months (base period for June 1, 2004 through August 31, 2005) and 2 option year periods (September 1, 2005 through August 31, 2006 and September 1, 2006 through August 31, 2007). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of the Contract", and "Economic Price Adjustment."

Single Award

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time

May 3, 2004

MAIL BID TO: U.S. GOVERNMENT PRINTING OFFICE, 1335 DUBLIN ROAD,
SUITE 112-B, COLUMBUS, OHIO 43215-7034. ENVELOPE MUST BE MARKED WITH PROGRAM
NUMBER AND BID DATE OPENING.

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Abstract and GPO Form 910 are available on GPO Web Site at <http://www.gpo.gov/procurement/index.html>

BEFORE AWARD: ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL
Linda Price (614)-488-4616 extension 22.

AFTER AWARD: REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR
Joni Dial, (614)-488-4616, extension 17.

NO COLLECT CALLS

SECTION 1. - SPECIFICATIONS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/02)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

GPO CONTRACT TERMS IS AVAILABLE ON GPO WEB SITE AT
http://www.access.gpo.gov/procurement/ctterms/ct_title.html

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT
<http://www.access.gpo.gov/procurement/qatap/qatap1.html>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

Predominant Function: Presswork or computerized imaging.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (Page Related) Attributes -- Level IV.
- (b) Finishing (Item Related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished camera copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed August 31, 2007.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program period of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of this contract.

This average is then compared with the average index for the 12-month period ending beginning May 31, 2004, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment and the average index for the 12-month period ending beginning May 31, prior year.

PAYMENT: Submit all vouchers to: Comptroller, STOP: FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of this determination, the contractor will be required to submit the requirements listed on pages 9 and 10.

The Government will determine acceptability prior to award of the contract. Approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract.

If samples are disapproved by the Government, the Government at its option may require the contractor to submit samples for inspection and test to further determine responsibility.

Such additional samples shall be furnished and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract prices for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

SECURITY OF DATA: The contractor shall not release, or sell, to any person any technical or other data received from the Government under the contract; nor shall the contractor use the data for any purpose other than that for which it was provided to the contractor under the terms of the contract.

The contractor must have a detailed Security Plan and submit to the agency personnel upon request. The integrity of any furnished cartridges or electronic submission must be given the highest priority. Therefore, the contractor must not be in the "solicitation", "List", or "list management" business and must guarantee that the furnished addresses will be used only to complete this contract.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93 - 79, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or Systems or records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) Design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish the agency function and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.
- (c) The terms used in this clause have the following meanings:
 - (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use and dissemination of records.
 - (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
 - (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from June 1, 2004 through August 31, 2005 (plus options). All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION: The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information **MUST** be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618
Telephone Number (614) 488-4616, extension 19
NO COLLECT CALLS

SECTION 2. -SPECIFICATIONS

SCOPE: These specifications cover the production of Medicare Enrollment Package, Replacement/Enrollment/Deemed Cards, and Puerto Rican and Foreign Enrollment Letters requiring such operations copy pickup, film-making, printing, gathering, inserting into envelopes, computer labeling, sorting, mailing, and distribution.

TITLE: Medicare Enrollment Package, Replacement Cards, and Foreign Enrollment/Puerto Rican Letters.

FREQUENCY OF ORDERS/QUANTITIES/TRIM SIZES/DESCRIPTION/CONSTRUCTION:

ITEM 1. INITIAL ENROLLMENT PACKAGE:

Number of Orders: 1 order per month.

Quantity: Approximately 135,000 to 155,000 copies per order, average 143,000 copies per order.

Mailing Window Envelope: Trim Size: 4-3/8 x 8-5/8" (window size is 4-1/4 x 1-1/2" located 1/2" from left edge and 5/8" from bottom edge). Print face and back in black ink. The back or sealed size of mailing envelope includes a short message. Use standard obliteration feature inside of envelope. The contractor may use their own design, but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein and cannot bleed onto enclosed material.

Enrollment Cards: Trim Size: 7-1/4 x 3-2/3". Print face and back. Face prints in Pantone 185U red (top) and Reflex Blue (bottom). Back prints in Reflex Blue. Cards bleed at top on face only. Each card includes twelve lines of variable data on the face from furnished tapes. Inserts into mailing window envelope so that mailing address only shows through window.

Business Reply Window Envelopes: Trim Size: 3-15/16 x 7-7/8". Print face only. Window size is 4" x 1-1/16" located 2-3/4" from top and 7/16" from left. At contractor's option, the window may wrap around bottom of envelope not to exceed 1/4". Print address, rules, Postnet barcode, and FIM in black ink.

Medicare Flyers/Folders: Trim Sizes: Flat Sizes: 8 x 7" folds down to 8 x 3-1/2"; 21 x 8" folds down to 3-1/2 x 8"; and 7 x 8" folds down to 3-1/2 x 8". Print face and back in black ink and up to 2 additional colors of ink. Medicare Flyers and Folders bleed two sides on the front and three sides on the back.

Perforate Enrollment Cards: Perforate enrollment cards (slit or slot without ink) horizontally 2-1/3" from the top edge and 3-1/2" horizontally from the right edge.

ITEM 2: REPLACEMENT/ENROLLMENT AND DEEMED CARDS:

Number of Orders: 1 order per week for Replacement/Enrollment cards 1 order per year for Deemed cards,

Quantity: Replacement/Enrollment Cards: Approximately 45,000 to 85,000 copies per order, average 67,500 copies. Deemed Cards: Approximately 13,000 to 20,000 copies anticipate approximately 18,000 copies.

Note: The only difference in the Replacement/Enrollment cards and the Deemed cards is the text of the message on the sheet for the card.

Trim Size: 7-7/8 x 3-2/3"

Mailing Window Envelope: Trim Size: 4-3/8 x 8-5/8" (window size is 4-1/4 x 1-1/2" located 1/2 " from left edge and 5/8" from bottom edge). Print face and back in black ink. The back or sealed size of mailing envelope includes a short message. Use standard obliteration feature inside of envelope. The contractor may use their own design, but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein.

Cards: Print face and back. Face prints in Pantone 185U red (top) and Reflex Blue (bottom). Back prints in Reflex Blue. Cards bleed at top on face only. Each card includes twelve lines of variable data on the face from furnished tapes. Inserts into mailing window envelope so that mailing address shows through window.

ITEM 3: FOREIGN ENROLLMENT LETTERS:

Number of Orders: 1 per month.

Quantity: Approximately 700 to 900 copies per order, average 840 copies

Letter: Trim Size: 8-1/2 x 11" Prints face only in black ink. Folds from 8-1/2 x 11" to fit envelope with imprinted address showing clearly through the window and able to pass any postal tap tests.

Mailing Window Envelope: Trim Size: 4-3/8 x 8-5/8" (window size is 4-1/4 x 1-1/2" located 1/2 " from left edge and 5/8" from bottom edge). Print face and back in black ink. The back or sealed size of mailing envelope includes a short message. Use standard obliteration feature inside of envelope. The contractor may use their own design, but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein.

Application for Enrollment: Trim Size: 8-1/2 x 11". Prints face only in black ink and is imprinted at the top. Folds to 8-1/2 x 3-2/3".

Return Envelope: Trim Size: 3-7/8 x 8-7/8". Prints face only in black ink.

Information Flyers: Trim Size: Flat Size-8 x 7" folds to 8 x 3-1/2"; 21 x 8" folds to 3-1/2 x 8"; and 7 x 8" folds to 3-1/2 x 8". Print face and back in black ink and up to 2 additional colors of ink. Bleeds two sides on the front and three sides on the back. (Each order will consist of all three sizes).

Note: At contractor's option, the letter and application for enrollment may be run as one sheet and perforated for easy separation provided they are folded to assure address remains clearly visible.

ITEM 4: PUERTO RICAN LETTER:

Number of Orders: 1 order per month.

Quantity: Approximately 2,000 to 3,000 copies per order, average 2,400 copies per order.

Letter: Trim Size: 8-1/2 x 11" Prints face and back in black ink. Imprinting on top and folding to assure imprinted address remains visible through the window.

Mailing Window Envelope: Trim Size: 4-3/8 x 8-5/8" (window size is 4-1/4 x 1-1/2" located 1/2 " from left edge and 5/8" from bottom edge). Print face and back in black ink. The back or sealed size of mailing envelope includes a short message. Use standard obliteration feature inside of envelope. The contractor may use their own design, but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein.

Pamphlet: Trim Size: 3-1/2 x 8". 12 pages print face and back. Saddle stitched and inserts behind the letter.

Bulletin: Trim Size: 10-1/2 x 8" flat, folds to 3-1/2" x 8". Prints face and back in two pantone colors.

GOVERNMENT TO FURNISH: Camera copy (to be shot at same size) for base forms. Tape cartridges that includes variable data

Cartridge: 8-track tape (3480 compressed)
File Acronym: HPUERT, HEFORIG, HPHIP, and HPHAT
Labels: Standard
Record Length: Fixed length 81 character records
Block Size: 1215

Complete record specifications will be furnished with the print order. Variable data may be transmitted electronically.

One-time copy will be furnished for Medicare Cards and mailing permit indicia.

Note: Copy changes to other than the envelopes and cards generally occur around the first of January; however, additional changes may occur throughout the year, effecting copy only and not physical specifications.

Print Orders (GPO Form 2511).

Delivery/shipping status report form. Form 905 (R. 3/90)

"Labeling and Marking Specifications".

Blue Labels and Selection Certificates.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not appear on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Contractor must furnish all Mailing and Return envelopes.

The contractor must be able to accept electronically transmitted data. The medium used by the contractor must have the capability to compare records received with records sent, verifying a complete transmission.

PREWARD PRODUCTION TEST

Prior to award, as part of the preaward determination, the contractor must produce approximately 100 Enrollment Packages and approximately 50 Replacement Cards and 25 of each letter on the same stock and of the same quality as the production run. Proofs will be required in accordance with the "Schedule".

After receiving approval of proofs, the contractor must make delivery in bulk, within 5 workdays after receipt of furnished material, to: CMS, Attn: Bill Gawel, Room SLL-12-15, 7500 Security Blvd., Baltimore, MD 21244-1850.

The product(s) will be checked for adherence to all printing specifications, and must be manufactured at the same facilities used for producing contract production quantities.

CONTRACTOR'S QUALITY ASSURANCE SYSTEM

The contractor must provide and maintain an effective quality assurance system that includes, at a minimum the following elements:

1. Perform a random quality inspection of records on each furnished tape. Samples should be tested for construction, type, and placement of data in each field.
2. Ensure that the computerized imaging is clear and legible and that the appropriate cards are mailed to each address contained on the tape cartridge.
3. Maintenance and calibration records on all applicable production and inspection equipment.
4. Controls that assure all steps in the process generate a product that conforms to all requirements of this solicitation.
5. A copy of the address list which is compared with at least every 500th inserted package on the Initial Enrollment Package and Replacement Card to assure that ALL cards have been inserted. If the list does not match insertion will stop and either restart at the last approved checkpoint or all will be inspected and restarted immediately after the last correct package. A similar test must be performed after every 250 Puerto Rican and Foreign Enrollment Letters.
6. A calibration system that stops production whenever an extra piece is inserted or a piece is left out.

If discrepancies are found on the government-furnished magnetic tape(s), the contractor must cease further production and contact Bill Gawel at (410) 786-7856.

If errors exist in the file and the contractor failed to identify them during his/her quality assurance inspection, no reimbursement for the cost of reprinting will be allowed.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands. All magnetic cartridges furnished by the Government, or duplicates created by the contractor or their representatives, and any resultant printouts must be kept accountable and under security to prevent their release to unauthorized persons.

Furnished magnetic cartridges may not be duplicated in whole or in part for any purpose other than for use in the performance of this contract. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed by the contractor upon the fulfillment of the contract.

TECHNICAL SUPPORT: The contractor must have a highly trained technical support staff available around the clock to solve any mechanical and electrical malfunctions, plus staff and adequate telephone service to receive without interruption the transmission of any electronic media required between 8:00 a.m. Monday through midnight Friday (Baltimore, MD time). Contractor must also have, on site, a spare parts inventory and on call technicians to avoid any delay in producing orders under this contract plus a Program Manager assigned to the project with designated backup so that a single point of contact will be available to answer any questions which may arise.

The contractor must also have multiplant redundancy. If the principle production plant is totally disabled, the orders shall be rerouted to another plant with minimal delay.

FILMS/REPRODUCIBLES: The contractor must make all films required.

Films must be composited one piece for each color with all elements in proper position. Each film must contain at least 3 register marks composited (not stripped) for each color; the register marks must be positioned on opposite sides of the image. Films must have a minimum 1/4" working margin on all (4) sides of the image.

The films delivered to the Government, whether furnished by the Government or made by the contractor, must be the films that were used for printing. Films made by the contractor must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

Films may be opaqued on either the emulsion or non-emulsion side.

PROOFS: Two sets of blueline proofs or similar. Proofs will be required on the initial order. Throughout the term the contract an occasional order may require proofs when copy changes are made and will be indicated on the individual print order.

Proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all pages imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product.

Two sets of one-piece laminated or electrophotography color proofs. These proofs must have illustrations and text matter composited. Sublimation, inkjet, photographic and overlay proofs are not acceptable. The proofs should have color control bars, tint patches and dot gain scale (such as Brunner, GATF, GRETAG or RIT) repeated across sheet.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government.

No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Author's Alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's Alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No.11" dated February 1999.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All stock/paper used in each copy must be of a uniform shade.

Medicare Flyers and Folders: White Offset Book, basis size 25 x 38", 50 lbs. per 500 sheets, equal to JCP Code A60.

Mailing Envelope: White Writing or Wove, basis size 17 x 22", 24 lbs. per 500 sheets, equal to JCP Code D10.

Business Reply Envelope: Kraft, basis size 17 x 22", 24 lbs. per 500 sheets.

Return Envelope: White Wove or Writing, basis size 17 x 22", 20 lbs. per 500 sheets.

Replacement/Enrollment/Deemed Card: White 25% Index, basis size 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K20.

Puerto Rican Letter/Foreign Letter/Bulletin: White Writing Paper, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

Pamphlets: White Offset Book, basis size 25 x 38", 50 lbs. per 500 sheets, equal to JCP Code A60.

PRINTING/COMPUTERIZED IMAGING:

Printing: Print as indicated on pages 7, 8 and 9.

COMPUTERIZED IMAGING: Computerized imaging is defined as ink jet spray or high-density laser is the preferred method for printing variable data onto cards. If impact printing is used, the contractor must guarantee that the type will be clear, legible, and not smear.

Match Pantone Number as indicated on the individual print order.

MARGINS: Adequate gripper margins throughout.

EXCEPTION: Margins for the side printed with "Business Reply Mail" must comply with USPS Publication 25 and Domestic Mail Manual (DMM).

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905.

PACKING: Pack in shipping containers furnished by the contractor. Containers are not to exceed 45 pounds when fully packed.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Pamphlets/Forms</u> <u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

- (b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the San Francisco, California address listed under "Distribution".
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed.

Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Mail f.o.b. contractor's city using contractor printed "First Class Postage and Fees Paid Permit" imprint.

All mailed copies must be sorted using the ZIP + 4 code.

Contractor to prepare mailing to maximize presort discounts and comply with USPS mailing requirements for automation compatible mailing in effect at the time of mailing. It is the contractor’s responsibility to keep up to date on all USPS requirements.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 1-85) supplied by GPO and the appropriate mailing statement or statements supplied by USPS.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

The contractor is cautioned that the Government Permit Imprint indicia may be used only for the purpose of mailing material produced under this contract.

The ship/deliver date indicated on the print is the date products must be mailed.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be picked up with the furnished material.

Furnished material must be picked up from and delivered to: CMS, Attn: Bill Gawel, Room SLL-12-15, 7500 Security Blvd., Baltimore, MD 21244-1850. Inside delivery is required to the room number indicated. Inside delivery is defined as delivery into a Government controlled space as directed.

If agent picks up material/proofs, the contractor must provide an adequate supply of completed manifests (airbills) to the agency placing the orders, listing his firm as both the shipper and the consignee.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

ORDERS WITHOUT PROOFS:

Enrollment Package: Complete production and distribution must be made within 5 workdays

Replacement/Enrollment/Deemed Cards and Mailing Envelopes plus Foreign/Puerto Rican Letters:
Complete production and distribution must be made within 4 workdays

ORDERS REQUIRING PROOFS:

WD After

Contractor deliver proofs.....	3
Contractor pickup proofs marked "OK to Print"or "OK to print with Corrections"	2
Complete production and distribution	5

Orders may be submitted via FAX and hard copy mailed at the same time.

Revised Proofs: When revised proofs are required by the Government due to Government errors, 2 additional workdays will be allowed.

Replacement/Enrollment Cards and Mailing Envelopes: Print order, material and tape cartridges will be available for pickup on Wednesday of each week.

Deemed Cards: Anticipate this order will be placed in the month of February.

Enrollment Package: Print order and material will be available for pickup during the first full week of each month.

Puerto Rican Letters: Print order and material will be available for pickup on the second full week of each month.

Foreign Letters: Print order and material will be available for pickup on the second full week of each month.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RETURN OF GOVERNMENT FURNISHED PROPERTY:

The contractor must return all material furnished by the Government along with any films made by the contractor, together with one printed sample of each job AND ONE COPY OF THE CERTIFICATE OF CONFORMANCE (GPO Form 712), WITHIN 5 WORKDAYS AFTER COMPLETION OF MAILING TO THE ADDRESS LISTED UNDER "SCHEDULE".

These materials must be packaged, properly labeled, and returned separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials/proofs, and furnishing sample copies must be borne by the contractor.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce 1 year’s orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

I.	(1)	(2)
(a)	12	1,716
(b)	53	3,528
(c)	12	10
(d)	12	29

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractors city by permit imprint.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and delivery in accordance with these specifications except for Items II. January Production, and III. Author's Alterations and Revised Proofs.

(a) ITEM 1. Initial Enrollment Package:

- (1) Makeready and/or setup charge.....per order\$ _____
(2) Running per 1,000 copies.....per order\$ _____

(b) ITEM 2: REPLACEMENT/ENROLLMENT/DEEMED CARDS:

- (1) Makeready and/or setup charge.....per order\$ _____
(2) Running per 1,000 copies.....per order\$ _____

(c) ITEM 3: FOREIGN ENROLLMENT LETTERS:

- (1) Makeready and/or setup charge.....per order\$ _____
(2) Running per 1,000 copies.....per order\$ _____

(d) ITEM 4: PUERTO RICAN LETTER:

- (1) Makeready and/or setup charge.....per order\$ _____
(2) Running per 1,000 copies.....per order\$ _____

(Initials)

RETURN THIS PAGE IN TRIPLICATE

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4. - Schedule of Prices", initial or sign each in the space provided.

Fill out and return two copies of GPO Form 910. The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

All mailings will be made at the _____ Post Office located at Street
Address_____

City_____State_____Zip Code_____

RETURN THIS PAGE IN TRIPLICATE